



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	191	Children'S Partial Care Programs	10/11/2013
Subchapter:	1	Children'S Partial Care Program Standards	
Section	9	Progress notes (N.J.A.C. 10:191-1.9)	

§10:191-1.9 Progress notes

(a) Progress notes shall be written in the youth's record at least weekly.

1. Each weekly progress note shall include:

- i. A summary of services provided;
- ii. The youth's general level of participation in the program for the week;
- iii. The response to and outcome of treatment plan interventions; and
- iv. Critical or significant events that have occurred during the week (for example, service coordination, crisis event).

2. The progress notes shall address all elements of the treatment plan and reflect the child's overall progress in the stated goals.